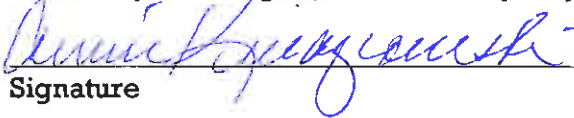


CITY OF KODIAK, AK

CLASS SPECIFICATION TITLE: FIREFIGHTER/EMT

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>
B	2	1/2/3	Non-Exempt
<u>CLASS SUMMARY:</u>			
<p>This is the first of three levels in the Fire Series. This is a broad classification that encompasses three experience levels based on the certification attainment of each incumbent. As such, specific responsibilities will vary depending on the level of the incumbent, but will generally include: performing fire suppression and prevention activities; providing emergency medical response; operating firefighting equipment, including pumps, ladders and trucks; maintaining fire and EMS equipment and supplies; assisting with the training of less experience staff; preparing written reports; participating in Haz-Mat responses; and conducting fire inspections.</p>			

Valid only when signed and dated by City Manager or authorized designee:


Signature

09/23/12
Date

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE-QUENCY</u>	<u>BAND/ GRADE</u>
1.	Responds to all types of fires and other emergencies; provides emergency medical care at a basic and advanced life support level; extinguishes fires; and performs related life and property protection.	Daily 20%	B2
2.	Ensures the proper condition, maintenance, and appearance of apparatus and equipment; prepares apparatus and equipment for immediate response.	Daily 20%	B2
3.	Participates in the daily functions of the fire station, which may include housekeeping, cooking, and/or other related duties.	Daily 15%	A1
4.	Participates in training activities, including daily physical fitness training and on-going fire, rescue, and medical training.	Daily 10%	A1
5.	Accepts emergency and non-emergency calls; determines appropriate response.	Daily 10%	B2
6.	Maintains logs of activities and enters data into computer system; prepares related reports.	Daily 10%	A1
7.	Conducts fire investigations involving arson and related criminal issues.	Daily 5%	B2
8.	Testifies in court as necessary.	Annually 10%	A1
9.	Performs other duties of a similar nature or level.	As Required	N/B



CITY OF KODIAK, AK

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TRAINING AND EXPERIENCE (positions in this class typically require):

Must be at least 18 years of age. Must live within 5.5 road miles of fire station and maintain telephone service.

Training and experience will vary in accordance with the designated Fire/EMT levels as follows:

Level 1: High School Diploma or GED; EMT I Certification; HazMat Awareness Certification.

Level 2: Up to one year of specialized or technical training beyond high school; one year of fire experience; Firefighter I Certification; EMT II Certification.

Level 3: Up to one year of specialized or technical training beyond high school; three years of fire experience; Firefighter II Certification; EMT III Certification; Fire Inspector I.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- Valid Alaska Driver's License or ability to obtain within 30 days of hire
- First Aid/CPR/AED Certification
- Rope Rescue

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Firefighting equipment and apparatus;
- Fire suppression methods and techniques;
- Rescue principles and tactics;
- Emergency medical care;
- Physical fitness principles;
- Fire behavior;
- Buildings and streets within City boundaries;
- Basic fire investigation methods and techniques.

SKILLS (position requirements at entry):

Skill in:

- Making technical and emergency decisions quickly in emergency situations;
- Maintaining physical fitness;
- Preparing and maintaining records and reports;
- Collecting evidence;
- Preparing and maintaining records and reports;
- Applying applicable Federal, State, and local laws, rules and regulations;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.



CITY OF KODIAK, AK

CLASS SPECIFICATION TITLE: FIREFIGHTER/EMT

PHYSICAL REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

WORKING CONDITIONS:

Work is performed in an office environment and on-scene or outdoors. Frequent exposure to extremely hazardous conditions with fires and other dangerous elements. Regular exposure to inclement weather and extreme cold or heat. Non-traditional work hours are required; work is scheduled on a 24-hour shift basis; works a 212 hour schedule in 28 day period; may be assigned temporarily to a standard City work schedule; must be available for standby duty. Must respond to emergency situations.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CLASSIFICATION HISTORY:

Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc. (CMC)

Date: (08/2012)

Finalized by City of Kodiak Date: (09/2012)

